

3	Census		
KDE Contact (Data Steward)	Cheri Meadows	Updated	07/19/13
Description	Each individual in Campus must belong to a Household that is set up in Campus. Kentucky requires tracking of individual students by SSIDs. Records are kept in the Infinite Campus program as the authoritative source for KY student data.		
Data Standard Reg sites, data use, etc.	KRS 159.170, KRS 161.200, 701 KAR 7:125		
How is data used	<ul style="list-style-type: none"><li>Census data is used to record and maintain personal contact (registry) information for Household members and school district employees.</li><li>This data is critical for state and federal reporting, P20, CIITS, ASSIST and other data reporting and sharing.</li></ul>		
Noted Changes for current year	Emphasis use of the Census Wizard		
Available Ad-Hoc & Reports	Census Verification Report (Path: Census Reports Census Verification) Student Census (Path: KY State Reporting KDE Reports Student Census <a href="#">Instructions</a> for Student Pass-Through Queries for Census and Demographic Data		
Available Training	Campus Community: <a href="#">Census Video Library</a>		
3A	Student’s Guardian Information		
Campus Path:	Path: Census   People   Demographics Tab		
A new household must be set up prior to entering guardian information. Search household name. Once the household name is found, find a new member. If member is not found, create a new member. Once member is created guardian information can be set up.			

Identity Info			
*Last Name	*First Name	Middle Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Gender	*Birth Date	Soc Sec Number	
<input type="text"/>	<input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/>	
			No Image Available
Race/Ethnicity			
*Is the individual Hispanic/Latino?			
<input type="text"/>			
*Is the individual from one or more of these races? (check all that apply)			
<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White			
State Race Ethnicity			
<input type="text"/>			
*Race/Ethnicity Determination			
<input type="text"/>			
Birth Country			
2310: United States			
Date Entered US	Date Entered US School	Birth Certificate	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Original KY School Entry			
<input type="text"/>			
Home Primary Language			
<input type="text"/>			
Native American Language			
<input type="text"/>			
Nickname			
<input type="text"/>			
Comments			
<input type="text"/>			
<a href="#">Upload Picture</a>			

**Last Name:**

The last name given to a guardian at birth or legal court documents, as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate.

**First Name:**

The first name given to a guardian as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. The first name must contain the proper first name of the guardian, please do not use a nickname here.

**Middle Name:**

The middle name given to a guardian as indicated on their birth certificate, social security card, passport or through a legal name change; such as, adoption or marriage certificate. If a guardian does not have a middle name it should be left blank. If only the middle initial is given, do not put punctuation at the end of the letter.

**Gender:** Select the guardian's gender - Male or Female

**Race/Ethnicity:**

Select the appropriate answer for the question, 'Is the individual **Hispanic/Latino**?' At least one of the following race codes must be selected:

- **American Indian or Alaska Native** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.
- **Asian** - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- **Black or African American** - A person having origins in any of the black racial groups of Africa.
- **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- **White** - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.

**3B**

**Student's Guardian Phone Number**

**Campus Path:**

**Search | Household | Household Information**

**Phone:** Enter the 3-digit area code and phone number - FORMAT ###-###-####. This is for the home phone number only. Cell phones are entered on the demographic screen.

**3C**

**Student/Guardian Relationship Information**

**Campus Path:**

**Census | People | Relationships**

**Relationship:** Select the appropriate relationship of guardian to the student

**Guardian:** Check indicator if contact is student's guardian

**Mailing:** Check indicator if guardian is to receive student mailings. (i.e. report cards, behavior letters etc.) Every student must have one mailing address.

**Private:** Required to be checked if student information is not to be released to military organizations or other non-educational agencies per parent or student's request

**Former student who is now a district employee or parent:** To add the new parent/staff information and remove the local student id, cut and paste the local student number into the demographic comments.

(This will remove the student icon when doing household searches and allow districts to easily identify parents or guardians in newly created households. The student number is historically retained in the comments field. All other student information remains unaffected and students can be found in a student search for calendars in which they were actively enrolled.)

Note: Historical household will not display the student icon. It could potentially look like a house with no students. The local student number will not display in the search results and can no longer be used in the advance search for the student affected.

3D	Guardian and Teacher Address
<b>Campus Path:</b>	<b>Census   Add Addresses</b>
<div> <div> <div>Address Information</div> <div> <div>P.O. Box <input type="checkbox"/></div> <div>Number <input type="text" value="1234"/></div> <div>Prefix <input type="text"/></div> <div>Street <input type="text" value="Anywhere"/></div> <div>Tag <input type="text" value="Street"/></div> <div>Direction <input type="text"/></div> <div>Apt <input type="text"/></div> </div> <div> <div>City <input type="text" value="Hometown"/></div> <div>State <input type="text" value="KY"/></div> <div>Zip <input type="text" value="41234"/></div> <div>County <input type="text"/></div> <div>Location Code <input type="text"/></div> </div> <div> <div>Latitude <input type="text"/></div> <div>Longitude <input type="text"/></div> <div>Tract <input type="text"/></div> <div>Block <input type="text"/></div> </div> <div> <div>Comments <input type="text"/></div> <div>District <input type="text"/></div> </div> </div> </div>	
<p><b>NO PUNCTUATION, USE UPPER AND LOWER CASE</b></p> <p><b>P.O. Box:</b> Check if address is post office box..</p> <p><b>Number:</b> Physical number of residence or P.O. Box number</p> <p><b>Prefix:</b> Direction of address, if applicable (N, S, E, W, NE, SE, etc.)</p> <p><b>Street:</b> Name of street</p>	

**Tag:** Street Type

- Court - Ct
- Road - Rd
- Avenue - Ave
- Street - St
- Boulevard - Blvd
- Parkway - Pkwy
- Highway - Hwy
- Route - Rt
- Lane – Ln
- Circle - Cir
- Place - Pl
- Drive – Dr

**Direction:** If applicable (N, S, E, W, NE, SE, etc.)

**Apt:** Number of apartment

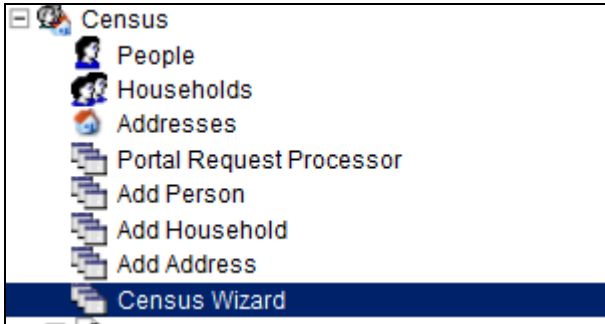
**City:** Enter the city of the *mailing* address

**State:** Enter the state of the *mailing* address (system defaults to KY)

**Zip Code:** Enter the 5-digit zip code (4-digit extended zip code is optional)

3E	Census Wizard
Campus Path:	Census   Census Wizard

Before starting the Census Wizard, you must first check to see if the people and address for the Household are in Infinite Campus. Check the system by going to Add Person/Add Address. If no match is found create new. **Do Not Use Add Household.**



Select Census Wizard and search for the members of the household and the address and follow the wizard through to completion. Use the Census Data Standards above when entering any information into the wizard.

## Census Wizard

### Step 1 - Assemble New or Select Household

This wizard will walk you through the process of creating a new household or editing an existing household. Start by searching for addresses.

- To Edit a household, simply click on the Household name in the search results.
- To Assemble a new household, select people and/or addresses in the search results.

If you enter a first and last name, you can create and link in a new person into the household. If you enter a house number and street address into the household.

<b>Person Search</b> Last Name <input type="text" value="gagne"/> First Name <input type="text"/> Student Number <input type="text"/> Birth Date <input type="text"/> Gender <input type="text"/> Middle Name <input type="text"/> Suffix <input type="text"/> <b>Address Search</b> House/P.O. Number <input type="text" value="12"/> Street Name <input type="text" value="broad"/> Apt Number <input type="text"/> City <input type="text"/> <b>Household Search</b> Household Name <input type="text"/> Home/Other Phone ( <input type="text"/> ) - <input type="text"/> x <input type="text"/> <input type="button" value="Search"/> <input type="button" value="Clear Search Fields"/>		<b>Assembling a New Household</b> <div> <input checked="" type="checkbox"/>  New Household           <input checked="" type="checkbox"/>  12 Broad St, Frankfort           <input checked="" type="checkbox"/>  Gagne, Karine [04/21/1981]           <input checked="" type="checkbox"/>  Gagne, Simon [02/29/1980]           <input checked="" type="checkbox"/>  Gagne, John Simon #23748 [09/04/2003]         </div> <div> <input type="button" value="Continue - Step 2 »"/> <input type="button" value="Clear Household"/> </div>
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